

About SK Express Inc.

SK Express is a manufacturer of electrical assemblies including wire harnesses, panel assemblies, in addition to various value-added components. We are headquartered in DeKalb, IL and have a second facility in Guadalupe, NL, Mexico. SK Express is growing aggressively and looking to hire for the Quoting Analyst role. Please see our website for more information about our company, and come in to fill out an application.

Job Responsibilities

- Process requests for quotations including data entry and creation of bills of material
- Interpret customer drawings for requirements
- Consolidate component estimated usage to identify cost-savings opportunities
- Drive process improvement projects – is there a better way

Job Skills & Qualifications Required:

- Ability to learn and read engineering drawings and blueprints
- Basic analytical and math skills
- Maintains high standards of professionalism and integrity
- Demonstrates strong organizational skills and time management skills
- Must be flexible and adaptable – able to switch gears and reprioritize

Preferred:

- Experience with the following: ERP Systems, Manufacturing, Purchasing
- Proficiency with Microsoft Office